

Wongan Hills District High School

‘Pursuing Excellence’

Parent Information Book



Phone: (08) 9671 2300 | wonganhillsdhs.wa.edu.au | Quinlan Street, Wongan Hills WA 6603



WELCOME

WELCOME FROM THE PRINCIPAL

Welcome to Wongan Hills District High School.

Being a District High School in a small rural community carries many advantages for your child including; a friendly and caring learning environment, more individualised pastoral care approaches, flexibility in learning situations to cater for individual student needs, development of personal relationships across age groups and access to specialist facilities, not available in many primary schools. This provides more personal and individualised support and greater involvement and opportunities for your children.

Our school has been recognised as one which displays high student performance and high levels of care for children. As a parent you should feel confident that your child will be taught by highly skilled teachers who are focused on not only providing a rigorous and challenging curriculum but also catering for the individual needs of your child. This indicates not only catering for difference but focusing on your child's social and emotional development as well.

At our school, we view education as a three-way partnership between your child, you and your child's teacher. Only when these three groups work together and support each other in your child's educational program, are their educational opportunities truly enhanced.

As a parent/carer, your support of our school is welcomed and much appreciated.

We value your opinion. You know your child incredibly well and can provide valuable insight into their learning journey.

If you have any concerns regarding the education of your child, please do not hesitate to contact the relevant teacher or a member of the leadership team. No matter how minor the issue may appear, we would like to resolve it as soon as practical to ensure the ongoing positive educational experience for your child.

The purpose of this handbook is to provide parents with information to support the day to day routines of our school that your child will experience.

We welcome your involvement, participation and suggestions and look forward to working in partnership with you in order for your children to achieve to their personal best in all areas.

Fiona Yeats

Principal

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LOCAL INFORMATION

Wongan Hills District High School, less than 2 hrs drive from Perth, caters for approximately 200 children from Kindergarten to Year 12, with Year 11 and 12 programs delivered via the School of Isolated and Distance Education. Our specialised team of early childhood staff provide high quality and engaging classes for the children's first introduction to education. Highly skilled provide a quality curriculum through middle and upper primary. Specialist teachers in high school deliver a diverse curriculum enabling students to successfully proceed to tertiary bound secondary studies, TAFE, or vocational training. Whilst the school maintains a strong focus on literacy and numeracy, we achieve a balance between the academic, social and emotional domains to provide a wraparound support for all children in our care. We reflect our school vision of Pursuing Excellence in everything that we do and devolving your child's sense of belonging within our school community is important to us.

At Wongan Hills DHS everybody matters and we provide a friendly, inclusive and caring environment where students feel supported and enjoy coming to school. We encourage parent involvement within the school and believe that the best results are achieved when parents and teachers work together for the benefit of their children. We take great pride in being part of the wider community and fostering strong community partnerships that serve to enhance the real life learning opportunities for your children.

Our school is focused on providing your child/ren with an engaging and rigorous and challenging curriculum. A range of specialist programs taught by specialist staff provide further opportunities for your child/ren to pursue their interests and talents including Emergency Services cadets, an online Gifted and talented Program for eligible secondary students, Indonesian, Yr 10 Work Experience, Senior Secondary Workplace Learning, In Term swimming in PP- Yr 6, allied health support for speech and occupational therapy, School based traineeships for Year 11 and 12, Breakfast Club and the Zones of regulation Emotional Learning Program We encourage students to be confident independent learners and use of IT is embedded into the curriculum.

In the last few years extensive works at the school have been completed which has included new basketball courts, toilet upgrades, classroom refurbishments, the top oval being grassed, refurbishment of the staffroom and library, the front carpark along with some interior and exterior painting to over the value of \$970,000.

Students benefit from the opportunity to utilise specialist facilities including Early Learning Centre, Science Laboratory, Visual Arts room, Home Economics, Digital Technologies Laboratory, Music Room and Design and Technology Centre. Students enjoy Interactive Boards in their classrooms and bank of iPad and laptops to facilitate learning. Our library provides extensive resources for use by students.

A separate well equipped learning area is provided for our Year 11 and 12 students to support them in achieving success in their senior schooling.

A Library/Resource Centre provides facilities for the whole school to access.

SCHOOL VISION AND BELIEFS

Wongan Hills District High School Vision

'Pursuing Excellence'

At Wongan Hills District High School we believe:

1. In a school culture of high expectations.
2. In ensuring a safe and supportive environment.
3. That leadership is shared.
4. In a whole school educative approach to behaviour management.
5. In building and sustaining positive relationship with the community.
6. In a commitment to environmental responsibility and sustainability



GENERAL INFORMATION

Contributions and Charges

We prefer payment by electronic banking, account numbers are also provided with Statements at the start of each year.

All money for excursions and camp payments should be made via EFT.

Any money for fundraisers etc is to be paid to the front office.

Banking Details:

Wongan Hills District High School

BSB: 036177

A/C: 160549

Reference: Family Name VolCons (eg Smithvolcons)

School Siren Times

School commences:	8.45 am (High School TAG) and 8.50 am (K – Year 6)
Morning recess:	10.50 am – 11.10 am
Lunch:	1.10 pm – 1.45 pm
School closes:	3.00 pm
<u>Wednesday Early Close</u>	<u>2.30 pm</u>

Change of Details

To ensure parents are readily contactable in the unlikely case of an emergency we ask that parents/carers notify the school whenever your family information needs updating e.g. change of address, telephone number, emergency contacts, medical conditions, etc. All changes should be made at the office or by telephoning the school on 96712 300.

Birth Certificates & Legal Names

When any child is enrolled in a school it is a legal requirement that their Birth Certificate is produced. All school documents, such as class lists and reports, are written with the name as shown on the birth certificate, unless their name has been changed by legal means. A copy of this should then accompany the Birth Certificate.

It is standard practice that children at our school are referred to by teachers using their correct name. Nicknames will not be used by teachers, the only exception is the shortening of a name such as Alex from Alexander.

Student Medication/Health Needs

Please note that our school is not 'allergen free' or 'nut free' as we cannot guarantee the food items brought from home by parents. However we are 'nut aware'.

It is vital that parents provide the school with current and accurate information regarding children's medical conditions to assist with the management and safety of your child. Staff are then provided with a list of all students in the school with medical conditions, including the associated treatment. Please advise the front office immediately with any updated or differing information regarding a medical condition or medication so that it can be updated on our records. A list of students with allergies or anaphylaxis is also provided to staff for your child's safety. Note that a number of more serious medical conditions require a specific health form completed by parents (and for many, also signed by a doctor) and that these plans must be renewed annually. This includes anaphylaxis, allergy, epilepsy and diabetes.

Our aim is that for all students:

- ASCIA anaphylaxis plans are available to all staff.
- ASCIA allergy plans and other serious medical conditions are also displayed in the office out of public view.
- Epipens (or anapens): must be provided by the parent and kept in student's bags (yr 1 and up) or in the classroom (KPP) in clearly labelled hard cover containers. These will go home every day with the student and return with the student the following day. Student bags should also be clearly identifiable. Staff complete online anaphylaxis training and are trained by the school nurse in how to administer an epipen. Please ensure the epipen goes with the student on all excursions and camps.
- Student Update Forms are only valid for a semester and must be reviewed and updated at the beginning of each semester. Any with changes are forwarded to the office so changes can be recorded on the system. Note that a new and separate Student Update Form is required for all camps.

Short/Long Term Medication

The care and safety of your child/ren is important to us. We are seeking your assistance in establishing a process for managing the administration of medication to students when they are in the school's care. Except in an extreme emergency, e.g. unexpected anaphylaxis, medication can only be administered by school staff if appropriate documentation has been completed by parents/carers. This applies to both prescribed and non-prescribed medication. Please note that we are no longer able to provide medication by obtaining consent over the phone or by text or email.

Short Term Use of Medication (up to two weeks)

For administration of **short term** medication such as a course of antibiotics, or paracetamol for pain management, our school requires written authority from parents/carers. This authority can be provided by completing an *Administration of Medication form*. These forms can be obtained from the office or downloaded from the school's website.

Note:

- The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer.
- Documentation must be signed and dated by a parent or carer and provided to the school with the medication.

Long Term Use of Medication

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a ***Student Health Care Summary*** and a ***Management/Emergency Response Plan*** for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as part of the school's process for updating student health care records. If this is not the case, please discuss with the office staff.

Please help us to better look after your child by completing these forms annually and gaining the required medical practitioner's signature if required.

ALLERGY AWARE

Please note that our school is not 'allergen free' or 'nut free' as we cannot guarantee the food items brought from home by parents. As a school we take reasonable precautions to minimise the risk of exposure to known allergens. As such, we would prefer that parents not send foods to school containing nuts or nut pastes.

We encourage you to educate your child to make them allergy aware. This includes educating them about only eating food provided from home, not sharing food with other students, speaking up if they find themselves in an unsafe food situation, being aware of the signs of a reaction and immediately notifying an adult if a reaction occurs. Equally important is that you educate your child/ren to understand that other child/ren may have allergies and that these can have very serious health implications for those children.

Reporting to Parents

Comprehensive formal reports are provided for parents each semester. These summative School Reports are issued at the end of term 2 and 4 as consistent with department policy.

Other forms of reporting include: interim reports, parent interviews and case conferences.

Student Council

A Student Council is elected annually with students from Yr 5 to 12 represented on council. The Student Council meet regularly and are involved in co-ordinating assemblies, school socials and other events. Student Councillors are leaders in the school, and the Leadership Camp assists in the development of leadership skills. To be elected on Student Council is a privilege and there are high expectations of behaviour and conduct of Councillors.

Wongan Hills District High School – School Council

The School Council work alongside the Principal and collaborates to continually improve the school. School Council meets regularly to monitor school performance. Parents are notified of the dates and times through the term planner.

The Function of the Council is to take part in:

- a) establishing and reviewing the School's objectives, priorities and general policy direction
- b) the planning of financial arrangement necessary to fund those objectives, priorities and directions and
- c) evaluating the school's performance in achieving them.
- d) to promote the school in the community
- e) to take part in the formulating of codes of conduct for students
- f) to determine in consultation with parents the dress code for students
- g) to carry designated functions in relation to Religious Instruction, approval of charges and contributions, approval of booklists, advertising and sponsorship.



Parents and Citizens Association (P & C)

The Wongan Hills P & C Association meets once a term. Parents are notified of the dates and times through the school calendar and newsletter. All other parent committees come under the auspices of the P & C Association. Parents and interested community members are welcome to attend.

The purpose and function of the Wongan Hills Parents and Citizens Association is to:

- Encourage parent participation and involvement in the school;
- Provide a forum to discuss issues pertaining to the school and its community;
- Provide extra amenities for the benefit of students through fund raising and monitor all other parent committees.

WONGAN HILLS DISTRICT
HIGH SCHOOL
P & C COMMITTEE

All parents and citizens can be members of the above association. Only financial members (a annual fee of \$1 per person) are entitled to vote. All positions become vacant at the Annual General Meeting held early in the year and all positions are re-elected.

Secretary Contact: wonganpc@gmail.com

Parent Involvement/Helpers

Children, especially younger ones, love it when their parents help out at school. Parent helpers are usually parents, but can be grandparents or other members of the community, who volunteer their time to help out at school. This can be for regular events such as helping with daily reading or for once off events such as sporting carnivals, being a guest speaker, showing a special cooking technique, going on an excursion/camp or helping the class with a particular activity that needs lots of 'adult helpers'.

Some parents lose interest as they always put their hand up to help, but aren't chosen every time – this is because we endeavour to let all parents have a turn or because we already have enough volunteers. Hence, sometimes people aren't selected for an activity as we need to 'share it around' and give every

student the opportunity for their parents to be involved. Sometimes people are selected because they have special skills that are useful for the activity. Please do not be offended if you have put your hand up to help out and aren't always chosen – there will be other opportunities. Just turning up and tagging along when it is not your turn is not appropriate. It can cause problems as everyone else has a specific task or group to look after. Groups are quite deliberately structured so sometimes children are not in their parent's group – we all know how children are often much better behaved for someone other than their own parents! It also allows them to develop greater independence away from their parents.

Some parents also like to help out in class. We would request that your assistance in class for Year 1-10 is negotiated with the teacher in advance – we would prefer your assistance for activities when help is needed, sometimes teachers quite deliberately do specific activities on their own with their class while some activities do not require extra help. If you want to help out, just ask. The teacher will let you know what opportunities are available. You may want to help out in a class where you don't have children – this can also be arranged.

We would love to hear from you if you could help in any way or have a special skill that could be offered to our students to enhance their learning.



Daily Reading

We encourage all children to read daily, but it is essential for children in Kindergarten – Year 3 especially, to assist in developing their reading skills. Most junior primary classes have daily reading before the start of each day and we are always seeking parent/guardian volunteers to help with this task by listening to children read.

We also encourage parents to read to their child or assist their child to read the library books that the students bring home each week. Older children should also be encouraged to read for pleasure on a daily basis.



Contributions, Charges & Personal Use Items List

We value your payment of voluntary contributions. This money goes towards providing your child with high quality learning experiences and up to date resources to enhance their learning. Secondary contributions are \$235.00 per child. K to Year 7 contributions are \$40.00 per child. A P&C levy of \$5 per family also exists.

Student Reports/Open Classrooms/Interviews

The school shares information with parents about their child's progress and achievement through parent interviews, formal reports, NAPLAN testing and the sharing of student work samples. Formal reports are issued at the end of Terms 2 and 4.

Each class will hold an open classroom for parents/guardians to come in and see what they have been doing during their school day.

An interview will be arranged each semester with your child's class teacher. If at any stage you are concerned about the progress of your child, please do not hesitate to arrange additional appointments to discuss this with the class teacher. If necessary, teachers may also request additional interviews with you in relation to your child. Additional interview times should be arranged through the front office.

Anticipated optional costs to parents, which may occur during the school year, are listed on the School Contributions & Charges Sheet.

There are also essential personal items, which each child needs to purchase. These are listed on the student Booklists. These items represent the minimum requirements and additional quantities may be required over the year.

Personal Use Items

The Department of Education and Training will supply some text materials and workbooks. However, parents are asked to provide items for personal use by the student. A list of these requirements for each year level will be issued at the end of the year and are also available on the Updat-Ed App school website. Please ensure that all items are marked with your student's name.

The school urges parents to purchase the items listed and not to others such as novelty or oversized biros, pencils and the like. Please assist the school by purchasing the standard equipment list. Some items (such as pencils, biros, etc) will need to be replaced on a regular basis and it would be appreciated if parents check to see that their child has all the suggested equipment throughout the school year.

School Office

The school office is attended for three days prior to school opening at the beginning of the school year. The office is not attended during other school vacations. The office is open between 8.00 am and 4.00pm Monday to Friday.

Lunches

Students are able to order their lunch at school on Fridays only. Lunch orders must be placed in the Lunch Order box located in the junior corridor before 9am.

Wongan Hills Bakery provides the lunch orders. Lunch Order forms are available on the school website or on top of the lunch order box.

Lunch Eating

Pre-primary - Year 5 students spend the first ten minutes eating their lunch in the undercover area and Year 6 students sit in the covered seating area in the secondary quadrangle. High School students sit and eat on the secondary classroom verandah.

Due to the possibility of an allergic reaction, we ask that no nuts are packed for consumption at school.

Brain Food

We are keen for your child to do well at school and a well-fed child means a well fed brain. This starts with a healthy breakfast at the start of the day to help children maintain concentration in class and prevent tiredness which makes learning very difficult.



Children are able to have a water bottle and 'brain food' on their desk in class each day to snack on. The brain food snacks can be items such as non-juicy fresh cut up fruit/veg, dried fruit, cheese cubes or plain popcorn.

Snacks such as oranges and cracker biscuits are quite messy and as such are not suitable. With a water bottle in class no student has to leave the room for a drink. This brain food is not meant to replace recess snacks but be an addition which helps to keep children's brains hydrated and able to function more effectively. We find brain food is particularly important at the start of the school year with the hot weather, swimming lessons and children readjusting to the school day. Due to allergies, we would request children not bring in nuts and eggs.

School Photos

A commercial photographer attends once a year. The date and details are advised through the school newsletter. Class and individual photos are taken. Family photos can be taken if arranged by completing the Family Photo section of the order form sent home. Payment and forms need to be given to the photographers on the day of photos.



Duty and Supervision

Staff are on duty to supervise students during recess and lunch breaks and before school from 8.30am. Students are allocated specific play areas according to year levels. Before 8.30am we cannot guarantee adequate duty of care so please ensure your child/ren arrive after 8.30.

School sporting equipment is available to students, for this reason bringing equipment from home is discouraged.

Student Dress Code

We encourage your child to follow the Student Dress Code which has been approved by our School Council. A copy of the Student Dress Code can be found on the school's website or at the Front Office.

Sun Smart School

Our school is a Sun Smart school. The Sun Smart Policy states that hats are to be worn all year round. ALL students must wear a wide brimmed or bucket style navy blue hat if they wish to play off the verandah or under cover area.



Inclusivity

Our school aims to be totally inclusive to all students regardless of race, gender, disability, religious persuasion etc. This adds to children's sense of belonging and level of comfort in our school. As a result we are committed to working with families to ensure all students can fully access and participate in the curriculum and experiences that our school offers. At times, this can result in modified programs or management plans for individual children to enable their successful integration within our school.

Parent Parking & Road Crossings

Street parking is available along Quinlan Street and there is a designated parent car park off Quinlan Street. There is also a "Drop and Wave" bay located within this carpark.

Parking is available to parents at both the Kindy (off Parker Place) and Pre-primary (off Johnston Street) centres for those parents. Parents are asked not to pick up or drop off students in the staff car park at the front of the school.

Students walking to school and crossing the Quinlan Street road are to follow the foot paths and yellow railings. Please be vigilant in this area during the busy pick up and drop off times. Please note that children do not fully develop their peripheral vision until approximately 10 years of age. For this reason and your child's safety, up until this age children should be accompanied by an adult.

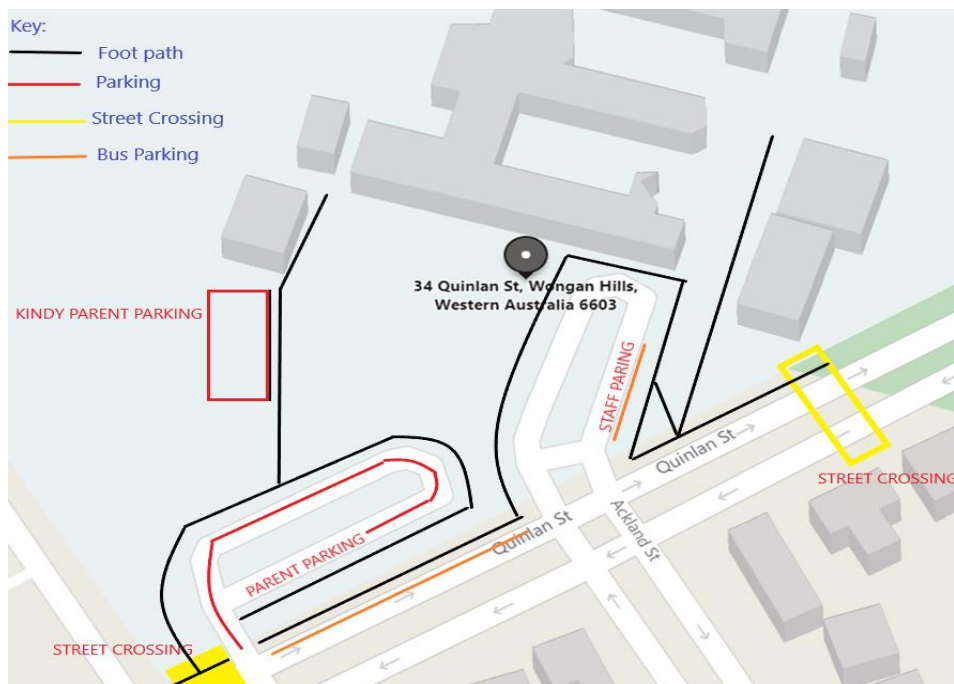
Delivery and Collection of Children

At the end of the school day children should have definite and routine pick up arrangements in place. If different arrangements are in place for KPP children for random days, parents are required to advise the centres in advance. K and PP children are not permitted to leave the centre unaccompanied and must be collected by someone in high school or older. Parents who normally pick up their Year 1 to 10 children from school should also teach them that if one day they are not there to pick them up, they should report to the front office, and NOT go home with a friend or other adults (even parents they know well) who offer them a lift. Bus students are required to be able to independently manage arrival and departure, however additional measures in place for younger students include being escorted to the ECE centre by older children and being taken to the buses at the end of the day by an Education Assistant.

Bicycles / Scooters & Skateboards

For safety reasons, bikes etc are not to be ridden on school grounds. They should be wheeled to and from the bike racks. Students can choose to lock their bikes to the bike rack. Please remember that students are legally required to wear a bicycle helmet.

NOTE: It is against the law for children aged under 10 to ride a bike on public roads unless under the direct supervision of an adult.



Library

Our school library plays an important role for your children. It contains a varied selection of fiction, non-fiction and reference books. We would ask you to check that books borrowed by your child are returned by the due date and that any damage to books is reported to the school. The library is open to children on Mondays to Fridays most lunchtimes so that students can experience a wide range of activities during the school day. They can read books, do jigsaws, use the computers (year 3 students and older) or play board games. To promote and encourage reading, all children are encouraged to borrow from the school Library. Primary children are taken as a class to borrow from the library. They must have a library bag to protect the borrowed books. Children with overdue library books may have their borrowing rights withheld until the outstanding book is returned. Parents are expected to pay for lost/damaged books.

Book Club

Scholastic book order forms are sent home with students on a regular basis (8 per year). All orders are to be ordered online through the Scholastic online ordering system (OOP). We are very appreciative of the support we receive from parents for Bookclub. All items purchased earn us reward points which we can use to purchase books & resources for student use throughout the school.

Lost Property/Personal Items

All lost property is placed in a box located in the undercover area. Parents can assist in the identification of lost property by clearly marking all articles of clothing with the student's name. Parents are invited to reclaim items at any time from the lost property box. Students who bring to school items of a personal nature such as toys etc do so at their own risk. The school assumes no responsibility for lost or broken items. At the end of each term the remaining items will be donated to the P & C to sell as second hand items.



School Bus Services

WONGAN HILLS DISTRICT HIGH SCHOOL BUS SERVICES		
Ballidu	Hans Krieger	0428 741 237
East	Don & Teresa MacPherson	0409 556 103
Konnongorring	Mr Peter Kelly	0428 711 982
Kondut	Don & Teresa Macpherson	0409 556 103
Calingiri	Mr Don Westlake	0427 287 022

Parents are requested to directly notify the bus driver/contractor in writing or verbally of any changes to student daily travel routine.

Only as a last resort should the office be asked to run messages regarding changes to student's bus travel arrangements. This minimises mixed messages and confusion.

Applications for transport assistance can be applied for through School Bus Services www.schoolbuses.wa.gov.au or (13 62 13)

Any issues should be reported to the Contractor.

School Bus Regulations – Students must obey these rules for bus travel.

- Do not change seats while the bus is in motion.
- Do not lean out of the window or against the door at any time.

- Do not cause any disturbance or interfere with other pupils.
- You must obey the instructions of your bus driver.
- After alighting from the bus children must stand back until the bus has moved away and not cross the road until they can see that the road is clear.
- Wear seatbelt at all times



Positive Behaviour Support

Our school community has explicit behaviour expectations for all our members with a view to creating a school that is a safe, positive learning environment where your children are engaged and successful.

Our behaviour expectations are:

BE RESPECTFUL

BE SAFE

BE POSITIVE

BE AN ACTIVE LEARNER

The premise for these expectations include:

- All students have a right to learn.
- All teachers have a right to teach.
- Each person is responsible for his/her own behaviour.
- Each person has the right to work out problems which arise.
- Each person has the right to have his/her property respected and work in a safe and attractive environment.



The School's Positive Behaviour Plan (Behaviour Management Policy) can be obtained from our school's website or front office.

Zones of Regulation

All students at Wongan Hills District High School participate in The Zones of Regulation® curriculum (or "The Zones" for short), which are lessons and activities designed to help your child develop and enhance their skills self-regulation.

The lessons and learning activities are designed to help your child recognise when they are in the different

zones and learn how to use strategies to change or stay in the zone they are in. In addition to addressing self-regulation, your child will be supported to increase their vocabulary of emotional terms, skills in reading other people's facial expressions, perspective about how others see and react to their behaviour, insight into events that trigger their behaviour, calming and alerting strategies, and problem solving skills.

We run dedicated activities for The Zones of Regulation each fortnight as part of the Health curriculum, these vary from 10 minute lessons up to 1-hour lesson depending on the content being taught. These lessons are tailored to the different year levels however the critical content being delivered is essentially the same. This way all Wongan Hills students are getting the same information in the same time frame.

If you would like to discuss The Zones of Regulation, please make an appointment through the office or contact lesa.simpson@education.wa.edu.au



Attendance

Our aim is that your child will enjoy coming to school and develop a strong sense of belonging to our school community. It is compulsory for children in Pre-primary to Year 12 to attend school on a full time basis from the start of the school year. Kindergarten children are also required to attend regularly. The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs.

Absences

Absences must be for a legitimate reason. Any absence for part or all of a day, or many days, must be covered by an explanation from a parent/carer. Notes should be dated and specify the actual date(s) and reasons for such absences (if a note or phone call is not received, follow up contact will be made), within three days of a child's return to school. Absences that are not explained within 5 days of the absence may result in Loss of Good Standing until the absence has been reasonably explained.

When a note is supplied, it needs to be acceptable by law. For example, a note which states "John was absent with my permission" or "Family reasons" does not give a legitimate reason for absence. If you have appointments in Perth or know in advance that your child will be absent, please inform the school.

Holidays during the term

Are considered unauthorised absences. It is the responsibility of the parent to have a meeting with the Principal several weeks before holidays taking place to organise work for your child.

Late Students

It is best to ensure your child arrives at school early enough to unpack their school bag and chat to their friends before the siren sounds.

Year 1 to 3 students should arrive early enough to enter the classroom and complete daily reading before 8.50am. To help make your child feel like they belong at our school, punctuality is seen as essential. Children who arrive in their classrooms after the siren at 8.50am must then come to the school office and get a 'Late Note'. As we use the

Message Alert System, late notes are required for all children from Kindergarten to Year 10. If your child has a valid reason for being late to school, please provide a note when they come to the school office.

Did You Know the Impact of Not Attending School Regularly?

Time missed per:	90% attendance	80% attendance	70% attendance
Fortnight	1 day	2 days	3 days
Term	1 week	2 weeks	3 weeks
Year	4 weeks	8 weeks	12 weeks
After 13 years (Yr 10)	1 school year Plus 12 weeks	Over 2 ½ school years	Almost 4 years

Assemblies

We like to acknowledge children in our school who are “doing the right thing” and assemblies are one of the ways we achieve this. Assemblies are held twice per term. The dates and times for these are advertised on the term calendar and in the newsletter. We encourage parents/guardians, grandparents and friends to come along to these assemblies. During assemblies, the school acknowledges students’ achievements in the social, sporting, cultural, and academic and citizenship areas. The Student Council

takes on the responsibility to organise and host the assembly. Parents are encouraged and welcome to attend. If your child is to be recognised at an assembly, you will be informed prior to the assembly day. Assemblies are generally held in the morning during warmer months and in the afternoon during cooler months.

Interhouse and Interschool Sporting Competition

Interhouse and interschool competitions are conducted annually in swimming and athletics in Term 1 and 3 respectively. House shirts are to be worn at inter house carnivals and school uniforms at interschool carnivals.

In addition, carnivals may be arranged annually between Wongan Hills and the near neighbouring schools in team sports such as football, netball, cricket and cross-country.

Parent Etiquette for Sporting Carnivals

At our school we like to provide your children with a diversity of education activities, including sporting carnivals. We invest significant time to ensure carnivals are well organised and run smoothly for the benefit of you and your children. As we have duty of care for your children on the day, some measures are in place to ensure we can focus on our jobs for the day:

- If all parents chose to just spectate on the day we would not be able to hold sports carnivals. We value the support of parents to help make the event happen. When possible, please sign up as a volunteer to help on the day.
- Students are to remain in faction bays at all times except when competing. Other exceptions to this are toilet breaks and the lunch break.



- Unless acting as a parent helper, Parents are asked to remain in the parent/spectator area and stay away from the faction bays, your children are expected to manage their own belongings independently.
- Younger siblings not of school age should remain with spectating parents and not be in faction bays.

House System and Shield

A three House system operates at Wongan Hills District High School to encourage healthy competition. Students are appointed to a specific House, either Hinds (Blue), Mocardy (Yellow) or Ninan (Green) upon enrolment and can earn 'House Points' for their House.

Emergency Services Cadets

The Emergency Services Cadet Corp operates within the Secondary School (yr 7-12). Students are given the opportunity to attend various camps and excursions throughout the year. They are taught various skills in the area of; First Aid, Water Safety, Navigation, Bush Survival, Camp Cooking, Search & Rescue, Knot Tying, Fire Safety and expedition planning. The Cadets also liaise with local Fire, Ambulance and Police Service to gain valuable knowledge and establish important community links. The notion of community service is paramount in this valuable program.



Term Planners

Wongan Hills District High School communicates all important dates on the Term Planners and the Updated app.

Term Outlines

Course Outlines for all years will be available on the school website by week 2 of each term.

School Incursions

The school arranges various sporting and educational incursions to support your child's learning program. These are subsidised using school funding and we try to keep costs to a minimum.

To assist with our management and payment of incursions, all payments must be made by the morning of the incursion. Incursions are advertised in our school newsletter indicating the day, year groups and cost. Please do not expect follow up notes to come home as a reminder that the incursion is on – we recommend you read the newsletter and add these events to your term planner to help you remember. Also, we are unable to ring home to follow up with payments where money has not been sent in. The assumption is made that you have chosen to not send your child to the incursion. Where this occurs, arrangements will be made for your child to complete work under the supervision of another teacher.

Excursions and Camps

Our school uses school excursions to enrich the learning experiences we provide for your child. A school excursion is any activity which is arranged by the school staff and is off school grounds or after hours. Costs may be associated with excursions and permission slips are a Department requirement. We apologise for the amount of time taken to complete the associated paperwork.

For any student to attend an excursion, a form containing parental permission and up to date medical information must be held by the school. To make this process easier a Local Excursion Form is sent home

at the start of the year. This gives permission for the student to attend an excursion in the Wongan Hills town site (except swimming).

From time to time, in order to enhance their educational program, our students visit places of interest in outside the Wongan Hills community. Sometimes parent help may be required to assist with these excursions. Your assistance will be greatly appreciated. School uniform is required when students are attending school excursions.

Excursions take a lot of time to plan to ensure the maximum benefit is obtained for those children involved. This includes planning for risk management, bookings, supervision and the grouping of students for activities. To assist with this, we request that all permission slips and money be returned to school by the due date. Please do not be offended if your child is not included due to the late return of permission slips or money (NOTE: the school is no longer able to accept verbal permission over the phone). If payment by the due date is an issue for you, please contact the Manager of Corporate Services in advance to make alternative arrangements.

Similarly, where buses are used for excursions, we do not hold buses to wait for late arrivals. Travel times are carefully planned and it is important that we arrive at venues at the scheduled time. Hence, we ask that parents drop children off early, not at the time the bus is due to depart. Even loading students and their bags onto the bus and doing a final roll call takes 5 minutes and can delay a departure. Also, if you are not a parent organised to attend an excursion as a supervisor, please do not attempt to tag along on the excursion and parent helpers are not permitted to bring younger siblings.

Teachers and parent helpers accept significant responsibilities when undertaking these activities for the benefit of your children. Our management procedures are designed to minimise risk to your children. Please support us in these endeavours by:

- Returning excursion paperwork by the due date
- Ensuring separate paperwork is fully completed for each child (when forms are incomplete or multiple children are listed on the one sheet, it will be returned to parents for correct completion)
- Arrive at the departure point at least 10 mins prior to the scheduled departure time for excursions

Our secondary students will attend several camps throughout the year from leadership camps to cadet camps. Our year 6 students will also attend camp in recognition of their final year of primary schooling. Camps are a privilege, not a right, and are planned to be educational and recreational. An alternative program will be provided at school for the duration of the camp if a parent chooses for their child not to attend. Information on camps will be provided to parents via meetings and written letters and notes.



Swimming Lessons (PP – Yr 6)

Swimming lessons are conducted in Term 4 each year.

Classes go to the Wongan Hills Memorial Swimming Pool by bus with their teacher. There is a cost for bus travel and pool entry. All swimming details are communicated to parents at the time included in the school newsletter.

Emergency Procedures and Incidents

The school has procedures in place to deal with situations such as evacuation from the buildings, evacuation from the site, lock down, child protection, and student illness and student injury. A number of these scenarios are routinely practiced to ensure processes are effective if required.

Visitors to the School

All visitors to the school, including parents of all children in Year 1 – Year 12, should first report to the office and sign in and out through the Passtab system. Kindy and Pre-primary have their own Passtab system on an ipad in each room. This is required due to the unlikely event of the need to evacuate the school. This includes parents coming in when helping in classrooms. The only exception is that it is not necessary for parents to report to the office when dropping off or picking up children at the beginning and end of the school day.

Leaving School during the Day

It is important that we always know where your child is during the school day. Children who need to leave school during the day to attend a prearranged appointment must be **signed out by a parent** at the school office. A Department of Education and Training Leave Pass will be issued.

All Year 1 to Year 12 parents must first report to the office to sign out their child. Kindy and Pre Primary must sign their child out at the Kindy or Pre Primary classroom, staff will instruct parents. If they return to school after an appointment, please make sure you sign your child/ren back in.



School Nurse

A school Health Nurse visits the school at regular intervals during the year to carry out routine health checks and immunisations. In some cases, teachers may refer a child to the trained nurse if there is reason for concern. All Kindy students are routinely screened for sight and hearing. Parents are provided with a report of this screening.

Please note: At any time during their schooling a parent can refer their child to the school nurse if they have health, vision or hearing concerns.

Student Hygiene

Basic hygiene is greatly assisted when students shower/bathe daily and wear clean clothes to school each day. For older students, the regular use of antiperspirant is a necessity – often from about Year 4/5 in some instances. As we are an asthma friendly school students are not allowed to bring aerosols to school as they could trigger asthma in vulnerable students. Good hygiene also helps to maintain good student health and reduce the risk of the spread of infection. By the time students start Kindy they should be competent at:

- Independently and automatically covering their mouth/nose when coughing/sneezing
- Recognising when they need to and blowing their nose then placing the used tissue in the bin
- Independently toileting (including wiping, flushing and managing clothing)
- Independently washing hands after toileting, playing outside or before meal times and managing this without prompting (although it will form part of standard routine at K and PP)

School Psychologist

A School Psychologist visits the school regularly. The School Psychologist's role is to assist students who have academic, behavioural or emotional concerns which are affecting their learning. Students may be referred by the school after consultation with parents/caregivers. To action a referral to the school psychologist parents/caregivers will be asked to meet with the class teacher, school psychologist and Deputy Principal to discuss reasons for concerns and plan any required interventions. Review meetings are scheduled to keep parents/caregivers informed of actions.

Students Sickness or Accident

Minor injuries or illness during the day are attended by the school. With more serious injuries, or continuing illness, every attempt is made to contact the parents/carer to arrange for the child to be collected from school. If contact cannot be made, it may sometimes be necessary for the child to be taken to a doctor at the school's initiative. Parents/carer are urged to update school records regarding current address and telephone numbers. An ambulance will be called if emergency care is required

It is recommended that you join St John Ambulance service to avoid any charges should an ambulance ever be required.

Smoke Free Campus

The school reminds all parents and community members that our school is a smoke free zone. It would be expected that all parents, community members and visitors consider the school's policy and refrain from smoking on the school grounds.



STAYING CONNECTED WITH WONGAN HILLS DHS

Wongan Hills DHS uses multiple communication platforms to keep our parents and school community informed:

Seesaw

Our Kindergarten to Year 6 educators keep parents in their class informed regarding with what is happening in the classroom on Seesaw. Each student will be provided with log in details for parents by the class teacher.



Updat-ed

The Wongan Hills DHS Updat-ed app can be downloaded on your smart device. The Updat-ed app is a tool for parents to stay updated and connected to the school. School events, notices and the Wonagrette are pushed out on the Updat-ed app informing parents instantaneously. The Wongan Hills DHS Updat-ed app also features an electronic absentee form, making notifying the school of your child's absence more convenient.



Wongarette

The Wongarette is the Wongan Hills DHS school newsletter. The Wongarette is published fortnightly on even weeks showcasing class work and/or events and keeping the school community informed. This is published on Updat-ed and the school website.



NEWSLETTER

SMS Messaging Service

Automated absentee messages from 0437 411 113 will be sent to parents/carers, daily at 10am, of children who are absent without prior explanation. Parents are asked to reply to the automated message with an explanation as to why their child is absent from school. Please save this number in your phone. You can also text in absence reasons to this number in advance of the absence.



School Website

The website is updated regularly and offers a live feed from the Wongan Hills DHS Facebook page.



Facebook

Wongan Hills DHS Facebook page showcases snapshots of school events.



Email

You will be provided with the classroom teacher's email at the beginning of each school year. All staff emails can be found on the school [website](#).

CONTACT WITH THE SCHOOL

Keep an Open Mind

The game of Chinese Whispers shows us that messages lose purpose along the way when passed from person to person. The message your child brings home may have changed since it left the teacher. Similarly students can misinterpret, mishear or forget crucial aspects. If a strange message comes home, for the benefit of your child we suggest clarifying its accuracy before reacting to it.

Teachers are Busy

At Wongan Hills DHS your child will experience high quality teachers with a great depth of experience and expertise over their years with us. Our teachers are committed to providing the best for your child in their respective classes. If you have concerns with a teacher over a particular incident we suggest making an appointment to meet with the teacher to discuss the matter. Teachers have quite a few children in their classes and work hard to cater for the needs of every student. However, this is not always possible for every minute of the day. If something happens that is clearly an error, or with which you disagree, recognise the pressure that teachers typically are under. Be prepared to accept that it was a genuine honest error. However, you also need to make contact with the teacher to discuss the issue so that it may be resolved.



Make Appointments

It is seldom appropriate to 'drop in' on a teacher. Usually every moment of the day is accounted for and while they may wish to talk with you, they almost certainly should be somewhere else preparing for the next day's lessons for your child.

Lesson times are short for the amount of material to be covered. Before school and after school teachers usually have tasks, which must be completed for your child to receive best practice and top quality instruction. There are pages to photocopy, activities to prepare, meetings to attend, sport to arrange, group planning to co-ordinate and so on.

If you wish to speak to a particular teacher, dropping in shows little respect for that teacher's time commitments. Instead, phone to ask for an appointment. If the teacher is unavailable, leave a message and they will get back to you. Please note that lengthy conversations with teachers at the start of the day when they are with their class means they are unable to commence teaching their class as planned. If there is an urgent and substantial matter which must be discussed, please see the Principal or Deputy and they will pass the information onto the teacher or deal with the matter directly.

Use Parent Nights and Interviews Requested By the Teacher

Attendance at parent night and interviews is the best way to show your child that you care about and value their educational journey. At parent interviews, teachers are prepared with the necessary information to be most helpful to parents and answer their inquiries. Yet not all parents attend. Make the most of this opportunity to meet with the teacher, discuss your child's progress and show your child that you are interested in their education. If you forget or are unable to make a set day/time, please phone to organise another appointment.

Ask Questions before You Give Answers

Schools think very carefully about what is best for each child. The outcomes for students are foremost in our decision making and planning processes. Mistakes might be made, but they are rare. Good outcomes are almost always achieved in every activity for your child. Usually a course of action suggested for your child is the outcome of several people trained in that area, earnestly considering what is best for your child in this situation.

If you don't like what is recommended, ask for the basis for the recommendation before you reject it. There may have been a whole range of things trialled before this was suggested, or there may be more information available to the teachers than you are aware of. For the benefit of your child and their motivation, make sure you give the same message to your child as the teacher does.

Offer Help

Children, especially younger ones, love to see their parents involved with the school and in their class. Parents who are actively involved in the school also become known and valued for their assistance. Share any skills, energy or time. Your child will benefit. Even if you are very busy you may be able to assist with work experience for students where you work or elsewhere in the community. Other activities include carnival help, library help, creating and putting up class displays, daily reading and helping on excursions/camps.



Read the Notes / Permission Slips

Schools send home notes and permission slips, post communication online to social media and publish a fortnightly newsletter as there is usually a lot to ask or tell parents. In some cases only a small percentage of the paper notes make the journey home. Of these, an even smaller percentage make it out of the school bag within the first week. We apologise for the amount of paperwork that must be completed individually, for each of your children, for excursions.

However, each teacher is required to have a full copy of each student's details for their class – this is critical for an emergency when we need to contact parents urgently.

Support the School

Research has shown repeatedly that if parents frequently support the school, and the value of education in front of their children, those children take school more seriously and achieve better results. Parents who speak derogatively about teachers, education and school, discourage their child from taking school seriously. This includes attendance. Your actions and behaviour affect your child's approach to school.

Teachers Have a Life Out of School

If you wish to discuss issues with your child's teacher, then it should be done during school hours at school. Phone calls or text to teachers mobile phones or at home are not appropriate. It is inappropriate for teachers to discuss students out of school with their parents. When they are approached down the street or at social functions teachers do not necessarily have all the information at hand to deal with your concerns. Please respect their right to have a life out of school. Make an appointment through the office instead where your issues can be best addressed. Our school uses many forms of communication with parents. As teachers are busy during the school day please allow 24hrs for a reply to any communication. It is also not appropriate to expect replies outside of 8am – 4.30pm.

INFECTIOUS DISEASES

Children suffering from any infectious communicable diseases are to be excluded from school under the Public Health Department Regulations.

Chicken Pox

- Transmission – contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.
- Incubation Period – from 13 to 17 days. Period of communicability: From 5 days before rash to 5 days after onset of first crop of vesicles.
- Exclusion from School – exclude until fully recovered, or until at least 5 days after eruption first appears. Some remaining scabs do not justify continued exclusion.
- Contacts – Any children with immune deficiencies (eg Leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

German Measles (Rubella)

- Transmission – spray or droplet infection; or indirectly through articles freshly soiled by discharge from nose or throat of infected person.
- Incubation Period – 14 to 23 days.
- Period of communicability – from 7 days before to at least 14 days after the onset of symptoms or rash.
- Exclusion from school – exclude; readmit on recovery or 4 days after onset of rash.
- Contacts – not excluded.

Immunisation – measles/mumps/rubella vaccine from 12 months of age and between 10 to 16 years of age. All females of child-bearing age should make sure they are adequately immunised.

Head Lice

- Transmission – contact with infected persons.
- Incubation period – 1 to 7 days.
- Period of communicability – until lice and nits (eggs) are destroyed.
- Exclusion from school – exclude until day after treatment has commenced.
- Contact – Do not exclude. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

Measles

- Transmission – spray or droplet infection; or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period – 7 to 18 days (usually 10 days).
- Period of communicability – From 5 days before to 4 days after the appearance of the rash.
- Exclusion from school – exclude; readmit on medical certificate of recovery, or at least 4 days after appearances of the rash if well.
- Contacts – unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Mumps

- Transmission – spray or droplet infection; or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period – 12 to 25 days.
- Period of communicability – from 6 days before to 9 days after the swelling.
- Exclusion from school – exclude for at least 9 days after onset of symptoms.
- Contacts – do not exclude. Recommend immunisation if not vaccinated.

School Sores (Impetigo)

- Transmission – contact with infected person.
- Incubation period – 1 to 3 days.
- Period of communicability – until sores are healed.
- Exclusion from school – exclude until 24 hours after antibiotic treatment commences. Cover sores/lesions with a waterproof dressing.

Whooping Cough (Pertussis)

- Transmission – spray or droplet infection; or indirectly, through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period – 4 to 21 days (usually 7).
- Period of communicability – from onset of respiratory symptoms to 3 weeks after onset of 'whoop'.

- Exclusion from school – exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
- Exclusion from school – exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
- Contacts – exclude family contacts aged less than 7 years for 14 days after the last exposure to infection, or until they have received 5 days of a 14-day course of antibiotics.

School Garden

WONGAN HILLS DHS

↑ Sports Oval

Primary
Playground

Pre Primary

Home
Economics

Design
and
Teacnolory

Cafe

Tech
Rm

AIEO
Office

Rm
10

Rm
11

Rm12
SIDE

Girls Boys
Senior
Toilets

CADETS
Store

P & C
Store

Phys. Ed Office

Undercover Area

Rm
5

Rm
6

Rm
7

Rm
8

Rm
9

Library

Wheel
Chair
Access
Ramp

Girls
Junior
Toilets
Boys

Staff
Room

Staff Toilets

Sick Room
Zones Room

Science
Lab

Rm 4
Computer
Room

Rm
3

Rm
2

Rm
1

Principal's
Office

Photocopy Rm

Work
Room

Store

Reception

DPS

DPP

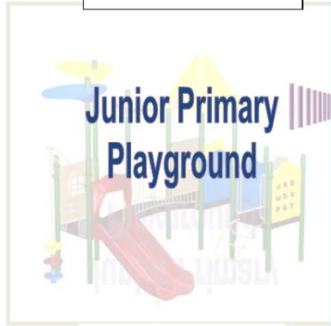
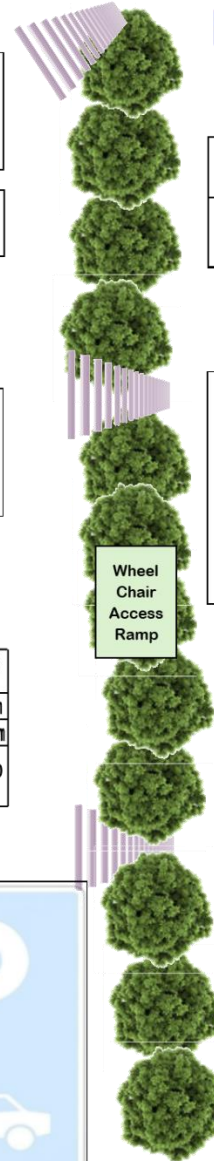
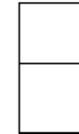
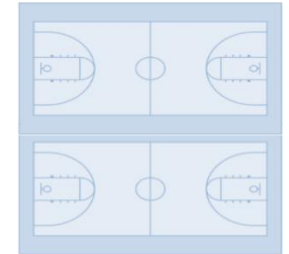
Kindy

Grassed Area (Front Lawn)

Art Room

Music
Room

CAR PARK



Junior Primary
Playground

S/